

To Participate:

Go to: <http://ihs.adobeconnect.com/r224zjt4iz7/>

- a) Select "Enter as a Guest"
- b) Input your name (first and last) in the Name box
- c) There is no passcode for this session.
- d) Press the "Enter Room" button

- Audio options: **Number 1 is the preferred option...**

1. Generally, Adobe Connect will recognize your number and it will be in the box. If not, enter your phone number (example: 3014433593) and select Join.



The screenshot shows a window titled "Join Audio Conference". The text inside says: "This meeting's audio conference was successfully started. How would you like to join the meeting's audio conference?". There are three radio button options: "Dial-out [Receive a call from the meeting]" (which is selected), "Dial-in to the Audio Conference via Phone", and "Using Microphone (Computer/Device)". Below the "Dial-out" option, there is a dropdown menu showing "+1 (USA)" and a text input field containing "3014433593". At the bottom right, there are two buttons: "Join" and "Listen Only".

2. Select "Dial-in to the Audio Conference via Phone" if you don't have a direct line. Please enter your unique code once connected **5912920** (you will not be prompted).



The screenshot shows a window titled "Join Audio Conference". The text inside says: "How would you like to join the meeting's audio conference?". There are three radio button options: "Dial-out [Receive a call from the meeting]", "Dial-in to the Audio Conference via Phone" (which is selected), and "Using Microphone (Computer/Device)". Below the "Dial-in" option, there is a text area with the following text: "Dial telephone number: United States: +18008320736", "Enter the following details when prompted: MeetingOne Conference Room Number: 5912920", and "Once joined to the audio, identify yourself:". At the bottom right, there are two buttons: "Done" and "Listen Only".

3. Click the "Listen Only" button if you prefer to listen via your computer speakers.



Adobe Connect First Time Users

The IHS uses Adobe Connect for online meetings. If you have never attended an Adobe Connect meeting before, please test your connection before the session.

http://ihs.adobeconnect.com/common/help/en/support/meeting_test.htm